



## Island Employment Partners Ltd.

This is a rare  
opportunity to join a  
growing company!  
To confidentially  
explore this role -  
please apply today.

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## Operations Analyst

On behalf of our Client Mutual Insurance Company Ltd. we invite applicants for the newly created role of Operations Analyst. Based in Bermuda and under the direction of the Chief Financial Officer and the Claims Counsel, the Operations Analyst will provide general underwriting and claims assistance to the Insurance operations team.

### Responsibilities include:

- Preparing draft quotes, letters, invoices and binders for policy renewals
- Reviewing policy applications, policies and endorsements
- Completion of policy administration procedures and related activities
- Producing management information reports for underwriting, including key performance analytics
- Timely and accurate entry of all claims information in administration system and advisement to the Claims Counsel
- Promoting superior client service by acknowledging claims notifications and answering communications within determined service levels
- Assisting the Claims Counsel by review of claims information for completeness and file preparation
- Processing claims reimbursement recommendations from the Claims Counsel including supporting information for submission to finance
- Preparing reinsurance recovery calculations to support invoicing and reporting
- Assisting with quarterly reserve and payment reconciliations and reinsurer reports
- Production of claims reports and analytics, database management and audit support

### The successful candidate will have:

- A Bachelor's Degree in Business Administration or a business related discipline
- Possess or show significant progress toward an insurance designation
- A minimum of two years' insurance claims handling experience
- Familiarity with insurance administration applications
- A high degree of competency in MS Excel, Word and PowerPoint
- Excellent interpersonal, written and oral communication skills
- Strong attention to detail and numeracy skills
- Ability to prioritize & manage multiple deadlines

**Closing date: Friday, 12th May 2017**



**MUTUAL INSURANCE  
COMPANY LIMITED**  
Protecting Your Pursuit of Truth™